

2 SEP 1980

MEMORANDUM FOR: Chief, Real Estate and Construction Division  
Chief, Printing and Photography Division  
Chief, Logistics Services Division  
Chief, Procurement Division  
Chief, Supply Division  
Chief, Personnel and Training Staff  
Chief, Procurement Management Staff  
Chief, Security Staff

FROM:

[Redacted]

STAT

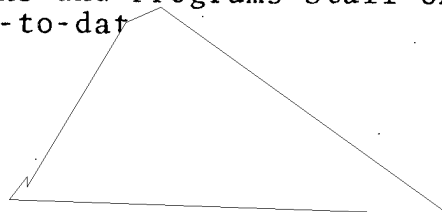
Chief, Plans and Programs Staff

SUBJECT:

Long Range Plan

1. The modifications suggested at the Planning Conference are incorporated in the attached Long Range Plan. Please replace the coordination copy in the binder with this revised plan. Additional copies may be obtained from the Plans and Programs Staff.

2. Please contact Chief, Plans and Programs Staff on changes that will keep the book up-to-date



Attachment

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Reference the attached pages:

The first two contain suggested topics for use in preparing a new Strategic Plan. The first five topics are intended to develop and support the sixth topic - a budget oriented plan. LIMS relationships (Topic Seven) may encourage interest in and knowledge of what LIMS is all about. Topic Eight recommends the addressing of OL inter-relationships--a subject the DL criticized as missing from previous plans. The same applies to Topic Nine. Topic Eleven has been, by and large, ignored in the past.

The third page--the table--lists these eleven topics from left to right. It numerically states (in my subjective opinion) how these topics were addressed in inputs received after the 21 August request for updates; the following number suggests to what level they ought to be addressed.

If all of this is acceptable, we (P&PS) will assist components in the clarification and guidance with which they must provide additional and specific input.

NOTE: [ ] said yesterday that the DDA is still working on a Strategic Plan Directive, to be received soon. The topics may be moot.

Bill

21 October 1981

Suggested Topics for Inclusion in an OL Strategic Plan

1. Identify requirements for equipment and facilities recapitalization (replacement).
2. Identify those existing processes, functions or activities that could be automated (new equipment and/or facilities acquisition requirements).
3. Develop/implement flexible plans that will support quick response and long term requirements of external components.
4. Develop/identify/continue specific MBO's that represent the tactical means of achieving strategic objectives.
5. Identify near term ADP requirements that will enhance current management information systems (P&PD/MIS, PD/MIS, CONIF, ICS, FARS, etc.).
6. Associate each of the five above categories with estimated budget costs. Provide estimates of other budget requirements and forecasts not reflected in these categories (by generic definition and sub object class). Consider OL component budget requirements beyond the current budget cycle.
7. Include requirements for longer term LIMS capabilities where applicable. (Supply and procurement activities, property

accountability, vehicle management, etc.)

8. Indicate plans for increasing/improving OL Staffs and Divisions inter-relationships (as opposed to solely parochial plans).
9. Identify problem areas which reflect the potential for resolution through innovation and creativity.
10. Identify plans for continuing energy conservation initiatives.
11. Indicate personnel planning activities in terms of:
  - A. Recruitment for replacements or TO augmentation.
  - B. Career development opportunities.
  - C. Personnel training - formal, OJT, cross-fertilization.
  - D. Supervisory succession and development based upon projected retirements or unforeseen changes.
  - E. Development of a log officer cadre for planned or unplanned deployment.
  - F. Internal reorganization where applicable.

	Recap	New Equip/ Facilities	External Support	MBO's	ADP Needs	Budget Req.	LIMS Req.	Inter- Relations	Problem Ident.	Energy Conserv.	Personnel Planning
B&FB*	0-0	0-1	0-2	0-1	0-1	0-3	0-2	0-0	0-2	0-0	0-2
R&SB	0-0	1-2	0-0	0-1	2-2	0-2	0-1	2-2	2-2	0-0	2-2
SAB	0-1	0-?	0-0	0-1	0-2	0-3	0-1	0-2	1-2	0-0	2-2
P&TS*	0-0	0-1	0-3	0-1	0-?	0-2	0-0	0-2	0-2	0-0	0-3
PMS	0-0	0-1	2-3	0-1	0-2	0-1	0-2	2-2	0-2	0-0	2-2
SS	0-0	0-?	0-1	0-?	0-1	0-1	0-2	0-2	0-2	0-0	0-1
P&PS*	0-0	0-0	0-?	0-2	0-?	0-2	0-3	0-2	0-2	0-3	0-2
LSB	2-3	0-2	1-3	0-3	1-2	0-3	0-1	0-2	2-2	3-3	0-3
P&PD	2-3	2-3	1-3	0-3	2-3	0-3	0-0	0-2	1-2	0-3	0-3
PD	0-1	0-1	0-2	1-3	1-3	0-3	0-3	1-3	0-2	0-1	0-3
RECD	2-3	2-3	2-3	0-3	0-2	0-3	0-1	0-2	0-2	0-3	1-3
SD	1-3	0-3	2-3	0-3	2-2	0-3	0-3	0-3	0-2	0-3	1-3

\*Negative response or no reply received from input requested 21 August.

n-n, above represents the level of substantive input received to date versus the substantive level expected on a scale of 0 to 3, defined as follows:

- 0 - no response received/applicable
  - 1 - topic is minimally applicable
  - 2 - topic is applicable and should be addressed
  - 3 - topic is significantly applicable and should be addressed in detail
- (Question marks identify areas where the necessity for or level of input is debatable.)

NOTE: Presently indicated numerical values in the above matrix have been subjectively assigned. They represent a point of departure from which P&PS will provide guidance to individual components in contributing inputs for the Strategic Plan, as revised, using these topics as a basis. These topics are subject to revision as may be directed by a DDA directive known to be in preparation.

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Coordination Draft 2  
August 21, 1980

# **OFFICE OF LOGISTICS**

## **STRATEGIC PLAN**

### **1981-1986**

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## **EXECUTIVE SUMMARY**

This document defines policy, provides assumptions, states requirements and establishes long-range goals and objectives for the Office of Logistics. These goals and objectives are the result of an extensive effort by senior management to develop a coordinated, dynamic, efficient strategy for meeting future requirements.

The challenge which Logistics will face during the next five years will be to offset the effects of scarce resources through increased productivity. Therefore, what must occur is for OL to maximize the efficient utilization of existing resources through innovation, creative management, and increased utilization of improved technology. The assignment of organizational priorities, the elimination of marginal systems, and the restructuring of decisions and personnel in a manner which increases productivity while monitoring responsiveness to the OL mission is the purpose of developing and implementing the strategic plan.

OL functions cover a wide range of disciplines and involves diversities not found in most offices. Therefore, the goals and objectives for the period 1980-1986 have been developed in seven general categories. These categories and goals are:

### **• OFFICE WIDE**

Meet E.E.O. Guidelines.

Develop an automated logistics integrated management system.

Perform a functional analysis of the logistics work force against known and projected mission requirements, and align hiring, training and rotation actions accordingly.

Maximize energy conservation to the extent possible consistent with the Agency mission.

Examine the management structure and ensure levels of authority and responsibility are appropriately defined and communicated.

Participate in Agency advance planning to maximize the advanced notification to OL of future support requirements.

### **• SUPPLY**

Improve the flow-through time for processing materiel.

Develop new and innovative packing techniques.

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Automate labor intensive activities of the Central Depot and the publication of Agency Forms Catalogs.

Automate access to the Federal Catalog Data Base.

## • PROCUREMENT

Establish a coordinated planning and forecasting mechanism that will permit early identification of procurement requirements.

Establish effective acquisition procedures that permit a consistent and coherent treatment of each procurement action.

Establish a relationship with requirements officers that will assist in developing anticipated procurement requirements prior to the beginning of the new fiscal year.

Reassess the present location of the procurement function in the organizational structure.

## • REAL ESTATE

Investigate the possibility of obtaining independent authority for the Agency to lease, acquire or construct real property.

Achieve utility system reliability through the installation of automatic back up systems.

Complete the Headquarters fire barrier project.

Complete modification of space for the SAFE project.

## • PRINTING AND PHOTOGRAPHY

Enhance ability to produce perishable intelligence to all agency components on a time-critical basis through the use of advanced technology.

Enhance the existing P&PD Management Information System.

## • SPACE, BUILDING MAINTENANCE AND SERVICES

Conduct a feasibility study to determine alternatives to GSA facilities maintenance.

Become more efficient in the management and conservation of energy resources.

Develop an expanded vanpool program.

Renovate 50,000 square feet of space at Building 213.

Develop a plan to provide logistics services to

Complete the renovation of space for the SAFE program.

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• **OTHER LOGISTICS GOALS AND OBJECTIVES**

Study consolidation of the Agency Industrial Facility Inspection Program and make recommendations for possible improvements in the program.

Establish the necessary coordination and control to insure that all security requirements are incorporated into Agency contracts.

Automate the industrial security data base and undertake a program to microfiche Industrial Contractor Facility data files.

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